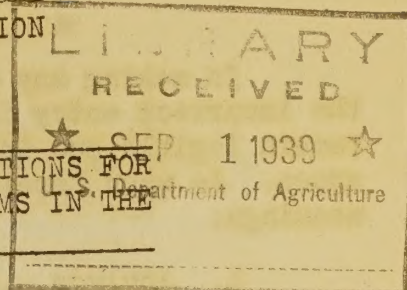


Issued August 22, 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISIONINSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR  
1940 WHEAT CROP INSURANCE AND RELATED FORMS IN THE  
STATES IN THE NORTH CENTRAL REGIONGENERAL

The instructions contained herein shall be followed in the Application for Payment Sections in the States in the North Central Region in connection with the handling of applications for 1940 wheat crop insurance and other related forms.

The county offices will prepare Forms FCI-12, Application for Wheat Crop Insurance, and related forms and will forward such forms to the State office for verification after which they will be forwarded to the branch office of the Federal Crop Insurance Corporation for acceptance. All receipts (cash, money orders, checks, etc.) for premium payments will be forwarded by the county offices directly to the Federal Crop Insurance Corporation. There will accompany each application for insurance a receipt (FCI-13), showing the payment of the premium, or an ACP-100, Revised, showing the approval of a request for an advance by the Secretary. In cases where the amount of wheat on deposit equals or exceeds the premium due under the application, there will not be attached to the application either an FCI-13 or an ACP-100. Upon approval of the application for insurance, the Federal Crop Insurance Corporation will mail to the applicant a notice of acceptance thereby completing the contract of insurance.

Wherever possible errors made by the county office will be corrected in the State office and the county office will be advised of such corrections. Applications which cannot be corrected in the State office will be returned to the county office for correction. Members of the State committee and all persons working on applications for crop insurance should become thoroughly familiar with the instructions contained herein and with all pertinent provisions and instructions relating to the 1940 Crop Insurance Program. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the unit where the question arises and if such person is unable to answer the question satisfactorily the case should be referred to the person in charge of the Application for Payment Section. If the person in charge of the Application for Payment Section cannot answer the question, he will refer it to the State committee, or to the crop insurance supervisor. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

No changes or correction shall be made on any form used in connection with the 1940 Crop Insurance Program, unless such changes or corrections are specifically authorized by these instructions.



In making any changes or corrections draw a line through the incorrect entry in such a manner that the original entry will remain legible and insert the correct entry in the nearest available space. As used herein the following terms shall have the following meanings:

1. ADVANCE means a loan to the applicant by the Secretary of Agriculture for the purpose of paying the applicant's premium for wheat insurance, such loan to be repaid from any payment determined to be due the applicant under any program administered by the Agricultural Adjustment Administration.
2. APPLICATION means a properly executed FCI-12 which is used to apply for 1940 wheat insurance.
3. BASIC MARKET means the market designated by the FCIC for computation of the cash equivalent of premiums, deposits, refunds, or indemnities for the area in which the farm is located.
4. CROP YEAR means the period within which a wheat crop is normally seeded and harvested. A crop year will be designated by the calendar year in which the wheat is harvested.
5. FCIC means the branch office of the Federal Crop Insurance Corporation.
6. HARVESTING means the severance of mature grain.
7. HARVESTING AS GRAIN means any severance of mature wheat for the purpose of using same as grain, whether threshed or not.
8. INSURED PERCENTAGE means the percentage of the adjusted average yield to be covered by the insurance. This percentage will be either 50 or 75 percent.
9. LISTING SHEET means the listing sheet upon which the yield and premium rate have been established by the FCIC. This may refer to the key, historical or appraised listing sheet (FCI-3 or FCI-4).
10. PERSON means an individual, partnership, association, corporation, a State, a political subdivision of a State, or any agency thereof.



11. PRICE DIFFERENTIAL means the amount per bushel fixed by the FCIC representing (1) transportation charges between the local delivery point specified for the farm and the designated basic market, whenever in the determination of the FCIC, such charges are applicable, and (2) other usual charges in connection with the handling of grain.
12. SECRETARY means the Secretary of Agriculture.
13. SEEDED WHEAT means wheat seeded either by drilling and covering after proper preparation of the seedbed or by broadcasting and covering after preparation of the seedbed, but does not include succotash, volunteer wheat or self-seeded wheat.
14. TOTAL INSURED PRODUCTION means the maximum number of bushels for which the insured may be indemnified under the insurance contract.
15. WHEAT CROP means all seeded winter wheat and spring wheat on the farm in any crop year which is normally harvested in that crop year.
16. YIELD OR ADJUSTED AVERAGE YIELD means the average of the recorded and appraised yields of wheat per seeded acre on the farm for the base period as adjusted by the FCIC, or the yield appraised on the basis of the adjusted average yield for a key farm, whichever is applicable.

The following forms will be used in connection with the 1940 Wheat Crop Insurance Program:

1. FCI-2, Wheat-1940, Crop Insurance Work Sheet
2. FCI-3, Wheat-1940 <sup>Key</sup> Historical } Farm Listing Sheet
3. FCI-4, Wheat-1940, Appraised Farm Listing Sheet
4. FCI-12, Wheat-1940, Application for Wheat Crop Insurance
5. FCI-13, Wheat-1940, Receipt
6. FCI-14, Wheat-1940, Deposits Which May Be Applied  
Toward Payment of 1940 Wheat Crop Insurance  
Premium
7. FCI-15, Wheat-1940, Transmittal Sheet



8. FCI-16, Wheat-1940, Notification of Receipt of Collections
9. FCI-17, Wheat-1940, Certification of Sale of Warehouse Receipts
10. FCI-18, Wheat-1940, Notice of Acceptance
11. FCI-19, Wheat-1940, Notice of Seeding
12. FCI-20, Wheat-1940, Collateral Assignment
13. FCI-21, Wheat-1940, Transfer of Interest
14. ACP-100, Revised, Request and Agreement for Advance for Payment of Crop Insurance Premium (Hereinafter referred to as ACP-100)

#### PART I RECORDS UNIT

The personnel of the Records Unit shall consist of receiving clerks, record clerks, and file clerks.

##### I. Instructions to Receiving Clerks

1. When Forms FCI-12 and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
2. When Forms FCI-12 accompanied by FCI-15 are received, two clerks working together shall check the application numbers of Forms FCI-12 against the application numbers listed on FCI-15. Enter a check mark (✓) to the right of each application number on FCI-15 for which there is included in the transmittal an FCI-12 with the same number.
  - a. If an FCI-12 is received and the application number thereof is not listed on FCI-15, return such FCI-12 to the county office with a request that it be listed on a subsequent FCI-15.
  - b. If an FCI-12 is missing for an application number which is listed on FCI-15, determine whether a notation has been made in the last column of FCI-15 to the effect that the application was suspended in the county office. Make the notation "Not Received in State Office" on all copies of FCI-15 if the notation "Suspended in County Office" has not been made.



c. If the State and county code has not been entered on an FCI-12, make such entry. If an application number has not been entered on an FCI-12 or it is determined that an application number is in error, enter the correct number if it can be ascertained. If the correct number cannot be ascertained, prepare and attach RF-4 to the FCI-12.

3. Determine that for each FCI-12 the following forms are present:

a. FCI-12

- (1) Original (white)
- (2) One copy (green)

b. FCI-13 - One copy (green), or if there is no FCI-13, there must be the original and one copy of ACP-100. If there is neither an FCI-13 nor an ACP-100, the entry in 13b of FCI-12 must equal or exceed the entry in 13a of FCI-12.

c. FCI-15

- (1) One copy (green)
- (2) One copy (yellow)
- (3) One copy (white)

If any of such forms are missing, prepare and attach RF-4 to FCI-12. There may be other forms attached, such as FCI-17.

4. After Forms FCI-12 have been checked against FCI-15, such forms shall be separated into lots. Each lot shall include the Forms FCI-12, the application numbers of which are listed on one sheet of FCI-15. If FCI-15 is marked "Supplemental" or "Supplemental Collections", obtain the original FCI-15 for such county which bears the same transmittal number and attach such original to the supplemental FCI-15 to which it relates. Both receiving clerks shall sign their names on the reverse side of the State office copy of FCI-15 and release the lot to the Record Clerk.

## II. Instructions to Record Clerks

1. Three times each month forward to the Director of the North Central Division a report showing the progress of the Wheat Crop Insurance Program in the State office. Such reports shall cover the periods from the first through the tenth, from the 11th through the 20th, and from the 21st through the last day of the month, respectively. No special forms are being provided for this purpose, but the following information shall be submitted:



- a. Number of Forms FCI-12 listed on FCI-15.  
Include in such total all forms listed on FCI-15 even though such forms were not received from the county and were marked "Suspended in county office" or "Not Received in State Office". Do not include those listed on supplemental transmittals.
  - b. Number of Forms FCI-12 suspended in county office.  
Include in such total the number of Forms FCI-12 listed on FCI-15 which were not received from the county with the regular transmittal. These should be marked "Suspended in county office" or "Not Received in State Office".
  - c. Number of Forms FCI-12 suspended in State office.  
If a case is suspended in the State office and returned to the county for correction and then is received in the State office on a supplemental transmittal and again suspended, it should be regarded as two suspensions.
  - d. Number of Forms FCI-12 released to FCIC. Include in such total the number of approved cases forwarded to the FCIC either on a regular transmittal or on a supplemental transmittal. Include also Forms FCI-12 previously suspended by FCIC and resubmitted.
  - e. Number of Forms FCI-12 suspended by FCIC. The total for item (d) less the total for item (e) will be the net number of Forms FCI-12 forwarded to the FCIC.
  - f. Number of approved cases on which premium was paid by an advance. Do not include in such total Forms FCI-12 which were previously suspended by FCIC. Obtain such data from FCI-15.
  - g. A sample copy of a form which may be used to record the data necessary for the report is shown on page 9 of this procedure.
2. Upon receipt from the Computation Unit of an ACP-100 with the approved amount of the advance entered on the last line thereof, prepare RF-12 in duplicate for such applicant. The original of such RF-12 shall be filed with other cards in the Register of Indebtedness, and the duplicate of such card shall be forwarded to the county office.



### III. Instructions to File Clerks.

1. Upon completion of the computation work in connection with Forms FCI-12 and related forms, obtain the signature of a member of the State Committee or an authorized representative of the State committee on all copies of FCI-15.
2. Separate all suspended cases from those which are to be forwarded to the FCIC. Determine that the data on FCI-15 for suspended cases have been lined out and that a notation appears in the last column indicating that the case is being returned to the county.
3. Distribute all forms as follows:
  - a. All suspended cases shall be forwarded to the Clearance Unit. Also forward to the Clearance Unit all Forms RF-4 showing corrections which have been made on cases which do not have to be returned to the county.
  - b. Forward to the FCIC:
    - (1) FCI-12 (original-white) ( Do not send these forms to the FCIC until an FCI-16 is received from the FCIC.
    - (2) FCI-15 (copy-yellow)
    - (3) ACP-100 (original-white) This form is not to be forwarded until the amount has been inserted on the last line after the notice of seeding (FCI-19) has been received in the State office.
  - c. Forward to county office:
    - (1) FCI-15 (copy-white)
    - (2) FCI-18 (copy-salmon)
    - (3) Duplicate copy of any RF-12 which was prepared in the State office in connection with ACP-100.
  - d. File in State office:
    - (1) FCI-12 (copy-green)
    - (2) FCI-13 (copy-green)
    - (3) FCI-15 (copy-green)
    - (4) FCI-16 (copy-green)
    - (5) FCI-17 (copy-green)
    - (6) FCI-18 (copy-green)
    - (7) ACP-100 (copy-green) Upon approval of FCI-12 and related forms, file both copies of ACP-100 pending receipt of the notice of seeding (FCI-19). When FCI-19 has been received, withdraw the copies of

ACP-100 from the file and forward such copies with FCI-19 to a computation clerk. When FCI-19 has been verified and the correct amount has been entered on ACP-100, forward the original of ACP-100 to FCIC as heretofore indicated.

- (8) File in the indebtedness card file an RF-12 for every ACP-100 which has the correct amount of the advance entered thereon.











## PART II EXAMINATION UNIT

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, review clerks, and file clerks. Upon receipt of a transmittal of Forms FCI-12, assign such forms to a pair of checking clerks for verification of the entries on FCI-12 against the corresponding entries on the crop insurance listing sheet. Thereafter such forms shall be assigned to an examining clerk for verification of the remaining entries on FCI-12.

When an entry on FCI-12 is found to be incorrect and such entry cannot be corrected in accordance with the instructions contained herein, prepare and attach RF-4 indicating the reason for suspension. If an error can be corrected, the clerk making the correction shall initial such correction and shall prepare RF-4 showing which item has been corrected. Any correction above the signature of the applicant which affects the contract of insurance must be initialed by the insured. Corrections of allotments do not affect the contract of insurance unless they also affect the total insured production or the amount of the premium. Prepare and attach RF-4 if such initials are missing. After the examination work has been completed, such forms shall be reviewed. Thereafter the suspended cases shall be placed on top of the lot and the lot transferred to the Computation Unit.

### I. Instructions to Checking Clerks for Checking Entries on FCI-12 Against FCI-3 or FCI-4

1. Two clerks working together shall check the entries on FCI-12 against the corresponding entries on the listing sheet approved by the FCIC. The crop insurance farm number indicates the listing sheet that the data for FCI-12 will appear on. If such number is preceded by the letter "K", the data will appear on the key farm listing sheet (FCI-3). If such number is preceded by the letter "H", the data will appear on the historical farm listing sheet (FCI-3). If such number is preceded by the letter "A", such data will appear on the appraised farm listing sheet (FCI-4).
  - a. Check the crop insurance farm number on FCI-12 against the corresponding farm number on the listing sheet. Correct, if necessary.
  - b. Check the 1940 wheat allotment in paragraph 1 of FCI-12 against column 5B of the listing sheet. Correct the allotment on FCI-12 to agree with the listing sheet, if necessary. If the words "not identical" have been entered above the space for the 1940 allotment, determine that a memorandum is attached and that the 1940 allotment indicated is supported by the data shown on the memorandum. Check the allotment(s) shown on the memorandum against the corresponding allotment(s) on the listing sheet.



- c. Check the adjusted average yield in column B against column 18 of FCI-3 or column 11 of FCI-4. If there are no entries in such columns of the listing sheet, or if such entries do not represent the final approved yields, check such yields against the last revised column. If there is a memorandum attached to FCI-12 showing that two or more farms have been combined, or that one farm has been split, check the individual yields on the memorandum attached to FCI-12 against the corresponding yields on the listing sheet.
- d. Check the premium rate per acre against the corresponding data on the listing sheet. If the farm is a key or historical farm, the premium rate will be in column 25 of FCI-3 if 75 percent has been entered in column C of FCI-12, or in column 26 of FCI-3 if 50 percent has been entered in column C of FCI-12. If the farm is an appraised farm, such entries will be found in column 15 or 19 of FCI-4, respectively. If a farm has been combined or split, check the premium rates on the memorandum accompanying such FCI-12 against the corresponding premium rates on the listing sheet.
- e. If all items on FCI-12 have been checked and found to be correct, make entries on the listing sheet as follows:
  - (1) Enter the crop insurance application number in column 6 of the listing sheet. If an application number has already been entered in column 6, determine that the FCI-12 being checked bears the same number except that it is followed by a different identifying letter. For example, if for crop insurance farm number K-72 application number 108-T has already been entered in column 6 of the listing sheet, determine that the FCI-12 being checked, if it is for crop insurance form number K-72, bears application number 108-L. Correct the serial number, if necessary, and make a corresponding correction on FCI-15. In other words, all Forms FCI-12 for the same farm must bear the same application number, except with respect to the identifying letter. If the FCI-12 is for the tenant, the letter "T" will follow the application number; if the FCI-12 is for the landlord, the letter "L" will follow the application number; or if the FCI-12 is for a person having 100 percent interest in the wheat crop, there will be no identifying letter.
  - (2) If the applicant is a tenant (as indicated by the letter "T" following his application number), or if he is receiving 100 percent of the wheat crop,



enter in the first unused column of the listing sheet the percentage shown in column F of FCI-12.

- (3) If the applicant is a landlord (as indicated by the letter "L" following his application number), enter in the second unused column of the listing sheet the percentage shown in column F of FCI-12.
  - (4) If percentages for both landlord and tenant have been entered on the listing sheet, determine that the sum of such percentages does not exceed 100 percent. If over 100 percent, suspend the last application, or if both applications have been listed on the same FCI-15, suspend both applications.
- f. If the data on FCI-12 does not check with the listing sheet data, prepare and attach RF-4, but do not make any entries on the listing sheet.
  - g. Upon completion of the checking of the entries on FCI-12 against the listing sheet, the two checking clerks shall sign their names on the reverse side of the State office copy of FCI-15 and shall forward the lot to an examining clerk.

## II. Instructions to Examining Clerks

1. Make the following determinations with respect to FCI-12:
  - a. Determine that no alteration has been made in the printed matter on FCI-12.
  - b. Make the following verifications with respect to paragraph 2 of FCI-12.

### (1) Column A

- (a) Where the yield and rate procedure for special practices has not been followed in the county, no entry should appear in column A, except where the words "Spring", "Winter", "Irrigated", or "Non-irrigated" have been entered. In such cases the case will be handled the same as those involving special practices.
- (b) Where the yield and rate procedure for special practices has been followed in the county, all special practices followed on the farm must be listed in column A, unless the word "general" has been entered.



(2) Column B - ADJUSTED AVERAGE YIELD FOR FARM

- (a) Determine that there is an entry in column B or if special practices are listed in column A, that there is an entry in Column B for each special practice listed in column A.
- (b) If there is a memorandum attached to FCI-12, determine that the entry in column B of FCI-12 corresponds with the adjusted average yield shown on the memorandum.

(3) Column C - PERCENT INSURANCE

- (a) Determine that either 75 percent or 50 percent has been entered in column C.
- (b) If special practices are shown in column A, determine that the percentage for all practices is the same, that is, that all entries in column C are 75 percent or that they are all 50 percent.

(4) Column D - NUMBER OF ACRES TO BE SEEDED FOR HARVEST AS GRAIN

- (a) Determine that there is an entry in column D.
- (b) If special practices have been entered in column A, determine that there is an entry in column D for each special practice.

(5) Column E - NUMBER OF ACRES USED FOR COMPUTATION OF PREMIUM

- (a) Determine that the entry in column E is equal to the entry in column D unless the entry in column D is larger than the 1940 allotment or permitted acreage for harvest, in which case determine that the entry in column E is equal to the 1940 allotment or permitted acreage for harvest.
- (b) If special practices are listed in column A, determine that the sum of the entries in column E, does not exceed the acreage allotment or permitted acreage for harvest.

(6) Column F - APPLICANT'S INTEREST IN WHEAT CROP

- (a) Determine that the percentage in column F is the same as that shown for the applicant in paragraph 10.



(7) Column H - PREMIUM RATE PER ACRE

- (a) Determine that a premium rate has been entered and that such rate is not less than the minimum rate. The minimum rates are .5 for 75 percent insurance and .3 for 50 percent insurance.
  - (b) If special practices are entered in column A, determine that a rate is entered for each special practice. Such rates may be less than the minimum rates specified in the preceding paragraph.
  - (c) If a work sheet memorandum is attached to FCI-12, determine that the premium rates per acre on FCI-12 agree with those on the attached work sheet memorandum.
- c. Determine that the acreage in the farm covered by the application has been shown and that an adequate description of the farm has been given in paragraph 3 of FCI-12.
- d. Determine that the local delivery point has been entered in paragraph 4 of FCI-12 and that such town appears on the freight rate schedule.
- e. Determine that there has been entered in paragraph 5 the class of wheat to be used for payment of the premium, and that such class of wheat is shown on the price card.
- (1) The class of wheat must be one normally grown in the locality.
  - (2) The following classes or grades of wheat may be designated:

<u>Class</u>	<u>Basic Grade</u>
Red Winter	No. 2
Hard Winter	No. 2
Soft White	No. 2
Hard White	No. 2
Dark Northern Spring	No. 1
Western White	No. 2
Hard Amber Durum	No. 2
Western Red	No. 2
Northern Spring	No. 1

- f. A check mark should have been entered in one of the boxes in paragraph 6, but FCI-12 need not be suspended if a check mark has not been entered.



- g. Make the following determinations with respect to paragraph 10:
- (1) Determine that the name and address of the operator and landlord, if any, have been entered.
  - (2) Determine that the relationship to farm and the interest in wheat crop have been indicated.
- h. Determine that the applicant has signed in paragraph 11 and that a date has been entered in the space to the left of his signature. Signatures shall be checked in accordance with the procedure for checking signatures on applications for payment under the agricultural conservation program as set forth in NCR-State 308.
- i. Determine that a county committeeman has signed in paragraph 12. If there is no county committeeman's certification in paragraph 12, determine that a memorandum is attached to FCI-12 indicating the reason for rejection by the county committee. If FCI-12 has been rejected by the county committee, determine that a line has been drawn on FCI-15 through the data for such FCI-12 and that a notation appears in the last column of FCI-15 indicating such rejection. Delete such data on FCI-15 if not already deleted.
- j. Make the following determinations with respect to paragraph 13:
- Corrections in paragraph 13 need not be initialed by the applicant, or by the county committee, but the county committee shall be notified of any corrections made in the State office.
- (1) Determine that item 13 a. is equal to the total premium entered in column I of paragraph 2 of FCI-12. If special practices have been entered in column A, the total premium will be shown at the foot of column I of paragraph 2.
  - (2) Verify item 13 b., as follows:
    - (a) If there is no entry in item 13 b., determine that the name of the applicant does not appear on FCI-14, or if his name does appear thereon, determine that the amount of deposit shown on FCI-14 has already been used to pay the premium on other applications presented by the applicant.
    - (b) If there is an entry in item 13 b., verify such entry, as follows:



- (1-a) If the insured's name does not appear on FCI-14, determine that he received an indemnity under a 1939 crop insurance policy pursuant to FCI-67 and that in settlement thereof, part or all of the indemnity was to be used for payment of 1940 premiums.
- (1-b) If the insured's name appears on FCI-14, determine that the grade of wheat of the 1939 deposit is the same grade as that specified in paragraph 5 of FCI-12. If there is a difference in grades, determine that a memorandum is attached to FCI-12 showing the conversion of the 1939 deposit to an equivalent amount of wheat of the class and grade used for the payment of the 1940 premium. In checking the conversion, verify the number of bushels on deposit, the current basic market price, and the price differential. The number of bushels on deposit is shown on FCI-14. The class and grade of wheat on FCI-14 is the one used for the county in connection with insurance of the 1939 wheat crop. The current basic market price is shown on the price card bearing the serial number shown at the bottom of paragraph 13 of FCI-12. The price differential is the amount shown on the freight rate schedule plus \$0.04 per bushel for handling charges.
- (1-c) If the entry in item 13 b. is equal to the amount of the deposit as shown on FCI-14, or as shown on the memorandum showing a conversion from one grade to another, delete the amount on FCI-14 in the column headed "Deposit" and enter in the "Remarks" column the notation, "Used for Application No. \_\_\_\_\_".
- (1-d) If the entry in item 13 b. is less than the entry on FCI-14, or on the memorandum showing conversion from one grade to another, reduce the deposit on FCI-14 by the amount in item 13 b. and enter in the "Remarks" column of FCI-14 the notation that "\_\_\_\_\_ bushels of the deposit were used in connection with Application No. \_\_\_\_\_".
- (1-e) If the entry in item 13 b. is greater than the entry on FCI-14, or on the memorandum showing conversion from one grade to another, determine that the difference is available by means of an



indemnity settlement pursuant to an FCI-67 submitted by the applicant. Prepare and attach RF-4 if item 13 b. is in error.

- k. Determine that the name of the correct basic market has been entered on the last line in paragraph 13 and that the correct basic market price has been entered in item 13 d. If the name of the correct basic market has not been entered in the space provided therefor, enter the name of the correct basic market. The basic market price is shown on the price card bearing the serial number shown at the bottom of paragraph 13 of FCI-12. If a later price card was in effect on the day the insured signed in Paragraph 11 of FCI-12 than that used to determine the basic market price, refer the case to the person in charge of the unit to determine whether the basic market price is acceptable. For example, if price card No. 43 was issued August 15, 1939, and the insured signed in paragraph 11 on August 17, 1939, refer the case to the unit chief if any price card other than No. 43 was used.
1. Determine that that the price differential in item 3 is correct. The price differential is the amount shown on the freight rate schedule plus \$0.04 per bushel for handling charges.
2. Make the following determinations with respect to FCI-15:
  - a. Verify the State and county code.
  - b. Determine that a transmittal number has been entered.
  - c. If the column headed "Name of applicant" does not contain the name of the applicant as it appears in his signature in paragraph 11 of FCI-12, change the name on FCI-15 so that it does agree.
  - d. The entry in the column headed "Premium" must agree with the amount in item 13 a. of FCI-12. Correct this entry, if necessary.
  - e. The entry in the column headed "Deposit applied" must agree with the amount in item 13 b. of FCI-12. Correct this entry, if necessary.
  - f. The entry in the column headed "Payment" must agree with the entry in item 13 c. of FCI-12. Correct this entry, if necessary. If the applicant has made a deposit towards 1941 premium payments, such deposit will be indicated below the amount in the "Payment" column and it will be followed by the letter "D".

- g. If there is an entry in the column headed "Advance by Secretary", determine that such entry is the same as the entry in item 13 g. of FCI-12, and that there is an ACP-100 attached. If ACP-100 is missing, prepare and attach RF-4. Correct FCI-15, if necessary.
  - h. Determine that the entry, if any, in the column headed "Cash, money order, bank draft, check" is the amount for which a receipt was given on FCI-13, and that such amount agrees with the entry in item 13 g. of FCI-12. Prepare and attach RF-4 if this entry is in error. On an FCI-15 marked "Supplemental Collections" the amount in such column should be the additional amount of premium collected from the insured.
  - i. Determine that the entry in <sup>the</sup> column headed "Warehouse Receipts" is equal to the amount shown on FCI-13.
  - j. All forms FCI-12 which must be suspended to the county office shall be indicated on FCI-15. In such cases a line shall be drawn through the data on all copies of FCI-15 for such FCI-12 and the notation "Suspended by State office" shall be entered in the last column of FCI-15.
  - k. Determine that a member of the county committee has signed at the bottom of FCI-15.
3. Upon completion of the examination of all forms in the lot, sign on the reverse side of the State office copy of FCI-15 and release the lot to a review clerk.

### III. Instructions to Review Clerks.

Review forms FCI-12, FCI-14, and FCI-15 in accordance with the procedure set forth herein for examination of such forms.

## PART III COMPUTATION UNIT

The personnel of the Computation Unit shall consist of computation clerks.

### FRACTIONS

Fractions of yields per acre and premium rates shall be rounded to the nearest tenth of a bushel. Fractions of bushels other than yield per acre and premium rates shall be rounded to the nearest whole bushel. Fractions of acres representing total acres of wheat shall be rounded to the nearest tenth of an acre. In rounding fractions to tenths disregard all figures beyond the third decimal place. If the second and third decimal places



are between .000 and .055, drop such decimal places, but if they are between .056 and .099, they shall be regarded as a tenth of a unit. Likewise, in rounding to whole numbers disregard all figures beyond the second decimal place. If the two decimal places are between .00 and .55, they shall be dropped, but if they are between .56 and .99, they shall be regarded as a whole unit. It will not be necessary to suspend or correct if the computations were carried to two decimal places instead of three.

I. Instructions to Computing Clerks

1. Make the following computations with respect to FCI-12:

- a. If there is a work sheet memorandum attached to FCI-12 indicating that a listing sheet farm has been split or that two or more listing sheet farms have been combined, check the adjusted average yield in column B, the number of acres used for computation of premium in column E, and the premium rate per acre in column H by verifying the computations on the work sheet memorandum. If any of such computations are found to be in error, prepare and attach RF-4.
- b. If two or more entries have been entered in columns D, E, G, and I, determine that the totals at the foot of columns D, E, G, and I are correct. Prepare and attach RF-4 if an error is found.
- c. Verify column G, by multiplying the entries in columns B, C, E, and F. In verifying this entry, multiply column B by column E and round the result to the nearest whole bushel. Multiply the result by column C and round to the nearest whole bushel. Multiply the result by column F and round to the nearest whole bushel. Prepare and attach RF-4 if an error is found.
- d. Verify column I by multiplying the entries in columns E, F, and H. In verifying this entry, multiply column E by column H and round to the nearest whole bushel. Multiply the result by column F and round to the nearest whole bushel. If special practices are shown in column A, verify the entry in column I for each separate practice. If the premium rate for any practice (as shown in column H) is less than the minimum (.5 for 75 percent insurance and .3 for 50 percent insurance), determine that there is an entry at the foot of column I which is equal to the larger of the following:

- (1) The sum of the entries in column I.
- (2) The product of the total of column E multiplied by the minimum premium rate and such result multiplied by the entry in column F.

Prepare and attach RF-4 if an error is found.

- e. If a work sheet memorandum is attached showing a conversion of a 1939 deposit from one grade of wheat to another, verify the computations on such work sheet memorandum. Correct item 13 b. of FCI-12, if necessary, and also make corresponding corrections on FCI-15.
  - f. Verify item 13 c. of FCI-12 by subtracting item 13 b. from item 13 a. Correct, if necessary, and also make corresponding corrections on FCI-15. If for any FCI-12 there is an entry on FCI-15 in the "Payment" column, which entry is followed by the letter "D", determine that item 13 c. is equal to the result obtained by subtracting item 13 b. from item 13 a. and adding thereto the entry on FCI-15 which is followed by the letter "D".
  - g. Verify item 13 f. of FCI-12 by subtracting item 13 e. from item 13 d. Correct, if necessary.
  - h. Verify item 13 g. of FCI-12 by multiplying item 13 c. by item 13 f. Correct, if necessary, and also make corresponding corrections on FCI-15. Prepare and attach RF-4 if the corrected amount in item 13 g. is greater than the amount received as premium as shown on FCI-13 and FCI-15.
2. Verify all totals on FCI-15. Do not include in any total an amount which has been deleted. Correct any total which is in error.
  3. After all computation work has been verified, sign on the reverse side of the State office copy of FCI-15 and release the lot to the file clerk in the Records Unit.
  4. Upon receipt of Forms FCI-19, verify the cash equivalent of the premium. Correct such entry on FCI-19 if it is incorrect and also correct the corresponding entry on FCI-22. Enter the correct amount of the premium on all the copies of each ACP-100 which is attached to FCI-19. Return FCI-19 and related forms to the file clerk in the Records Unit.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR  
1940 WHEAT CROP INSURANCE AND RELATED FORMS IN THE  
STATES IN THE NORTH CENTRAL REGION

NCR-State 408 (CI), issued August 22, 1939, is hereby amended as follows:

1. The first paragraph under "General", (page 1) is amended by adding at the end thereof the following sentence:

For the purpose of maintaining adequate records of the work flowing from one unit to another, Forms RF-3 may be used and a control record may be maintained in accordance with the procedure for handling the flow of work under the regular agricultural conservation program.

2. The first paragraph on the second page is amended to read as follows:

In making any changes or corrections draw a line through the incorrect entry in such a manner that the original entry will remain legible and insert the correct entry in the nearest available space. Make such corrections on all copies of the form being corrected. As used herein the following terms shall have the following meanings:

3. Part I. Section I (page 4) is amended by adding the following new paragraph 2:

2. Determine that the State and county code, the correct transmittal number, and a date have been entered in the upper right-hand corner of FCI-15.

4. Part I, Section I, the original paragraph 2 (page 4) is amended by changing the number thereof to 3 and amending the first paragraph thereof to read as follows:

3. When Forms FCI-12 accompanied by FCI-15 are received, two clerks working together shall check the application numbers and the names of applicants as shown on Forms FCI-12 against the corresponding data on



FCI-15. Enter a check mark to the right of each application number on FCI-15 for which there is included in the transmittal an FCI-12 with the same number. Correct the name on FCI-15 to agree with the applicant's signature, if necessary.

5. Part I, Section I, the original paragraph 3 (page 5) is amended by changing the number thereof to paragraph 4 and amending subparagraph b. thereof to read as follows:
  - b. FCI-13 - one copy (green) if there is an entry on FCI-15 in the column headed "Cash" or in the column headed "Warehouse receipt."
6. Part I, Section I, new paragraph 4, (page 5) is amended by adding at the end thereof the following new subparagraph d.
  - d. ACP-100 - original (white) and one copy (green) if there is an entry on FCI-15 in the column headed "Advance by Secretary."
7. Part I, Section I, original paragraph 4 (page 5) is amended by changing the number thereof to paragraph 5 and amending the third sentence thereof to read as follows:

If FCI-15 is marked "Supplemental", obtain the original FCI-15 for such county which bears the same transmittal number, determine that all Forms FCI-12 listed on the supplemental FCI-15 were also listed on the original FCI-15, and attach such original to the supplemental FCI-15 to which it relates.
8. Part II, Section I, paragraph 1, (page 11) is amended by adding the following new paragraph e. and changing the letters of paragraphs e, f, and g to f, g, and h, respectively.
  - e. If the words "Winter" and "Spring" appear on separate lines in column A of paragraph 2 of FCI-12 and if the yield and premium rate opposite one of such words do not appear on an approved listing sheet, determine that a memorandum is attached indicating the method used in establishing such yield and rate. The same would be true if any special practices were listed in column A and one or more of such practices were not listed on approved listing sheets. For example, if a yield and rate have been established on the listing sheet for winter wheat and

the insured intends to plant both winter and spring wheat and the county committee feels that the risks in connection with spring wheat and winter wheat are not comparable for that locality, a memorandum will be attached explaining why a lower yield or a higher rate has been established for the spring wheat. Such memorandum must be approved by a member of the State committee or their authorized representative.

9. Part II, Section I, paragraph 1, (page 11) new subparagraph f., item (1), is amended by adding at the end thereof the following:

If a memorandum is attached to an FCI-12 showing that two or more separately owned tracts are operated as a single farming unit, and if all of the data on such forms FCI-12 have been verified and found to be correct, enter in column 6 of the listing sheet, opposite every crop insurance farm number listed on the memorandum, the application serial numbers of all forms FCI-12 listed on the memorandum and submitted with the transmittal, and encircle the application number of the FCI-12 to which the memorandum is attached. If there is not sufficient space in column 6 to list all of the application serial numbers shown on the memorandum, use any available space on the listing sheet. An illustration of this type of case is as follows:

Data Shown on Memorandum

Application No.	Farm No.	Allotment	Owner	Operator	Acreage Seeded	Acreage for Comp. of Premium
12 T	A-22	50	A	T	170	170
	A-23	50	B	T	0	0
	A-24	50	C	T	0	0
13 T	A-25	50	D	T	30	30

Data Shown on Listing Sheet

CI Farm No.	ACP Farm No.	Owner	Operator	Allotment	CI Application Number
A-22	-	A	T	50	(12 T) 13 T
A-23	-	B	T	50	(12 T) 13 T
A-24	-	C	T	50	(12 T) 13 T
A-25	-	D	T	50	(12 T) 13 T

10. Part II, Section II, paragraph 1, subparagraph b, item (5) (page 13) is amended by adding thereto the following new subitem (c):



- (c) If two or more separately owned crop insurance farms or tracts are being operated as a single farming unit under the agricultural conservation program, an application for crop insurance (FCI-12) will be prepared for each of such farms or tracts on which wheat is planted and on which insurance is requested. One of the forms FCI-12 covering such farms or tracts when forwarded to the State office will be accompanied by a memorandum showing the allotments and acreage planted on each of such farms. The acreage used for the computation of premium (column E) for any of such farms or tracts may exceed the acreage allotment for such tract, but the sum of the entries in column E for all of the farms or tracts cannot exceed the sum of the allotments for such farms or tracts. The following examples will illustrate this type of case:

Example No. 1

Application No.	Farm No.	Owner	Operator	Allotment	(FCI-12 Col. D) Acreage Seeded	(FCI-12 Col. E) Acreage for Comp. of Premium
12 T	A-22	A	T	50	170	170
	A-23	B	T	50	0	0
	A-24	C	T	50	0	0
13 T	A-25	D	T	50	30	30
				200	200	200

Example No. 2

Application No.	Farm No.	Owner	Operator	Allotment	(FCI-12 Col. D) Acreage Seeded	(FCI-12 Col. E) Acreage for Comp. of Premium
41 T	A-26	E	T	50	100	80 $\left( \frac{200 \times 100}{250} \right)$
42 T	A-27	F	T	50	60	48 $\left( \frac{200 \times 60}{250} \right)$
	A-28	G	T	50	0	
43 T	A-29	H	T	50	90	72 $\left( \frac{200 \times 90}{250} \right)$
				200	250	200

11. Part II, Section II, paragraph 1, subparagraph j, item (2), (page 15) is amended by deleting subitem (a), by relettering subitem (b) as subitem (a), and by amending subitem (1-b) to read as follows:

- (1-b) If the insured's name appears on FCI-14 and there is a memorandum showing the conversion of the 1939 deposit to an equivalent amount of wheat of the class and grade used for payment of the 1940 premium, verify the number of bushels on deposit, the current basic market price, and the price differential. The number of bushels on deposit is shown on FCI-14. The current basic market price is shown on the price card bearing the serial number shown at the bottom of paragraph 13 of FCI-12. The price differential is the amount shown on the freight rate schedule plus \$0.04 per bushel for handling charges.
12. Part II, Section II, (page 17) is amended by deleting paragraph 2 and by renumbering paragraph 3 as paragraph 2.
13. Part III (page 18) is amended by changing the rule of fractions as follows:
- In lieu of .055 in the first line on page 19, substitute .050. In lieu of .056 in the second line on page 19, substitute .051. In lieu of .55 in the fifth line on page 19, substitute .50 and in lieu of .56 in the sixth line on page 19, substitute .51.
14. Part III, Section I, paragraph 1, subparagraph h. (page 20) is amended to read as follows:
- h. Verify item 13g of FCI-12 by multiplying item 13c by item 13f. Correct if necessary and also make corresponding corrections on FCI-15. Prepare and attach RF-4 if the corrected amount in item 13g is greater by more than \$0.25 than the amount received as premium as shown on FCI-13. If an ACP-100 is attached to FCI-12, do not suspend such FCI-12 because of a correction in item 13g.
15. Part III, Section I (page 20) is amended by deleting paragraph 2 and renumbering paragraphs 3 and 4 as 2 and 3, respectively.
16. The following new Part IV shall be added:

#### PART IV CLEARANCE UNIT

The clerks in the Clearance Unit shall handle forms used in connection with the 1940 Wheat Crop Insurance Program in the same manner that comparable forms are handled under the regular agricultural conservation program.





Issued April 16, 1940.

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2559

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING CLAIMS  
FOR LOSS ADJUSTMENTS UNDER THE WHEAT CROP  
INSURANCE PROGRAM IN THE STATE APPLICATION  
FOR PAYMENT SECTIONS IN THE NORTH CENTRAL  
REGION.

GENERAL.

The work pertaining to the examination and approval of claims for indemnity payments in connection with wheat crop insurance policies will be performed in the State office by the Application for Payment Section. All persons engaged in the handling of this work should become thoroughly familiar with the regulations relating to wheat crop insurance, the instructions set forth in FCI-11, Wheat-1940 as amended and FCI-60, Wheat-1940 as amended and the instructions contained herein. All questions of a policy nature shall be referred to the State committee. All work in connection with claims for indemnity payments shall be handled promptly.

The numbers and titles of the forms to be used in the Application for Payment Section are as follows:

1. FCI-12, Wheat-1940, Application for Wheat Crop Insurance.
2. FCI-19, Wheat-1940, Notice of Seeding.
3. FCI-60, Wheat-1940, Loss Adjustment Procedure and Adjuster's Manual.
4. FCI-63, Wheat-1940, Inspection Report.
5. ACP-16, Instructions on Signatures and Authorizations.
6. FCI-66, Wheat-1940, Adjuster's Work Sheet.
7. FCI-67, Wheat-1940, Statement in Proof of Loss.
8. FCI-67A, Wheat-1940, Wheat Yield Record for Special Practices.
9. FCI-74, Wheat-1940, Notification of Deferred Settlement.
10. FCI-75, Wheat-1940, Statement of Cash Indemnity.
11. FCI-76, Wheat-1940, Schedule of Premium Refunds or Indemnity Payments.



12. FCI-77, Wheat-1940, Public Voucher for Cash Refunds of Premium or Indemnity Payment.
13. FCI-78, Wheat-1940, Statement of Payment of Indemnity in Wheat.
14. General Procedure 4.

Throughout these instructions all forms will be referred to by form number and not by the title of the form.

As used in these instructions the following terms shall have the following meanings:

1. "APS" means the Application for Payment Section of the State office.
2. "Corporation" or the symbol "FCIC" means the Federal Crop Insurance Corporation. Where provision is made in these instructions for forms to be sent to, or received from the corporation, the branch office of the corporation is meant. The Kansas City branch office serves the States of Missouri and Nebraska. The Chicago branch office serves the States of Illinois, Indiana, Iowa, Michigan, and Ohio. The Minneapolis branch office serves the States of Minnesota, South Dakota, and Wisconsin.

If any FCI-67 is unacceptable in accordance with the procedure set forth herein, suspend such FCI-67 for the necessary corrections.

Forms RF-3, RF-4, and RF-10 shall be handled in a manner similar to that set forth in NCR-State 308 (II) or NCR-State 308 (I), whichever is applicable.

The State office shall make those corrections on Form FCI-67 which do not result in an increase of more than 10 bushels in item 14, Part II of Form FCI-67, "Amount of Loss Claimed by the Insured." The incorrect entry shall be circled and the correct entry shall be inserted nearby with the initials of the person making the correction.

Corrections involving a decrease in the amount of loss claimed by the insured may be made without any limit as to amount. The State office shall prepare an original and three copies of a letter addressed to the insured advising him of the change. The original and one copy of this letter will be transmitted to the county office, together with instructions to send the original to the insured and to retain the copy in the county office file. One copy of this letter shall be attached to the original of Form FCI-67 when it is transmitted to the branch office of the Corporation. Form letters may be prepared and mimeographed by the State office for this purpose.

The State office may make those corrections which increase the amount of loss claimed by the insured if the amount of the increase in item 14 is 10 bushels or less, and settlement will be made based on item 14 as corrected by the State office. If the amount of the increase in item 14 is more than 10 bushels, Form FCI-67 shall be returned to the county office in order that the proper revisions may be made and to obtain the initials of the insured to the items corrected on Form FCI-67.

However, the State office shall not change Form FCI-67, increasing or decreasing the amount of the loss claimed by the insured if there is any doubt as to the correct figure to be finally inserted in item 14, particularly in regard to those changes which affect item 13, "Insured's interest in total production for farm," as the Corporation is relying on the State office for the certification of item 11, Part I, of FCI-67 "Total Production For Farm."

Forms FCI-63 will not be audited or examined by the clerks who audit and examine Forms FCI-67. Forms FCI-63 will be referred to the crop insurance supervisor or a designated member of the State committee who will examine such forms for the purpose of determining whether county committees are making adjustments which are in line with the procedure and the State committee's knowledge of wheat crop conditions in the county.





NCR-State 408 (FCI) (IA)

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART I - RECORDS UNIT

I. Instructions to Receiving Clerks.

1. Upon receipt of Forms FCI-67 and related forms, stamp the date of receipt on the original and all copies of such forms and fasten to each Form FCI-67 the related FCI-12 and FCI-19. If the appropriate State and county code does not appear in the upper right-hand corner of FCI-63, FCI-66, and FCI-67, make such entry.
2. Determine that each claim for indemnity contains the original and one copy of Form FCI-67.
3. Release all Forms FCI-63 to the Crop Insurance Supervisor or to a designated representative of the State committee for examination.
4. Attach to each FCI-67 the State office copies of FCI-66 and FCI-67A, if any, and the State office copies of FCI-12 and FCI-19, and release such forms to the Record Clerk.

II. Instructions to Record Clerk.

1. Upon receipt of Forms FCI-67 and related forms and papers from the receiving clerk, prepare a lot record in duplicate on RF-10 in accordance with the instructions on the reverse side thereof. Arrange the Forms FCI-67 in order by crop insurance application number. Enter in Section I the application numbers of Forms FCI-67. This number is shown in the box entitled "Application Number" above Part I. Enter in the space in the last line of each sheet of RF-10 the total number of Forms FCI-67, the application numbers of which are listed in Section I.
2. Prepare an RF-1 for each county for which Forms FCI-67 are received.
  - a. Enter the State and county code and the name of the county in the upper right-hand corner of the form.
  - b. Enter the symbols "1940 FCI-IA" in the blank space before "Program."



- c. Strike the letters "GAPO" in the column headings and enter in lieu thereof "FCIC."
3. Upon receipt of Forms FCI-67 from the county, make entries on RF-1 as follows:
  - a. Enter in column (l) the lot number which will be the sheet number of RF-10 on which Forms FCI-67 are listed.
  - b. Enter in column (m) the date of receipt of Forms FCI-67.
  - c. Enter in column (n) the number of Forms FCI-67 in the lot.
4. When Forms FCI-67 are released to the FCIC make entries on RF-1 as follows:
  - a. Enter in column (o) the number of cases suspended in APS.
  - b. Enter in column (p) the date of release.
  - c. Enter in column (q) the number of Forms FCI-67 which were released to the FCIC.
5. Prepare a memorandum report to the Director of the North Central Division on the 10th, 20th, and last day of each month, showing totals for the period and cumulative totals of the following information:
  - a. Number of Forms FCI-67 received from the county.
  - b. Number of Forms FCI-67 suspended in APS.
  - c. Number of Forms FCI-67 forwarded to the FCIC.
  - d. Number of Forms FCI-67 suspended by the FCIC.
  - e. Number of Forms FCI-67 approved by the FCIC.
6. When Forms FCI-67 have been computed and signed by the person designated by the State Committee, forward the original of FCI-67 and FCI-67A, if any, to the

branch office of the FCIC. File the copies of FCI-67, FCI-67A, and related forms by application number in the State office.

7. Upon receipt of FCI-75 from the FCIC, file one copy with the related FCI-67 and forward the other copy to the county office.
8. Upon receipt of the State office copy of FCI-74, file such copy with the related FCI-67.





NCR-State-408 (FCI) (IA)

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART II - EXAMINATION UNIT.

Instructions for Examination of Forms FCI-66 and FCI-67.

I. FCI-66.

1. Determine that the State and county code numbers and the numbers of applications on the farm have been entered in the upper right-hand corner.
2. Determine that entries have been made in columns (a), (e), (f), (h), (i), (j), and (k) and either in columns (b) and (c) or column (d).
3. Determine that entries have been made in items 7 and 9.
4. Determine that the date and the signature of the adjuster have been entered at the bottom of the form.

II. FCI-67.

1. Verify the entries on FCI-67 for (1) name and address of insured, (2) "Adjusted average yield," (3) "Insured percentage," and (4) "Insured's interest," against the corresponding entries on FCI-12 and FCI-19. If necessary, correct FCI-67 and FCI-12 to agree with FCI-19. All such corrections shall be initialed by the person making the changes. The county office shall be notified of the changes in order that the county office copies may be corrected. If FCI-21 has been executed, the name and address of the insured and the "Insured's interest" should be checked against FCI-21.
2. Verify Part I of FCI-67 as follows:
  - a. Determine that an entry other than zero appears in the "Bushels" column in items 1, 2, 3, 4, 6, and 10, if there is any entry other than zero in the "Acreage" column, or vice versa.
  - b. Determine that the entry in the "Bushels" column of item 1 agrees with the entry in item 9 of FCI-66.



- c. If there is an entry in item 8 or 9 determine that the cause of the loss is reported in Part III of FCI-67 and is one not covered by the insurance contract.
  - d. Determine that the entry in the "Acreage" column in item 11 agrees with the entry in Section I, column (B) of FCI-19.
  - e. Any fractional entry for bushels in Part I shall be rounded to whole bushels. Such change shall be initialed by the clerk making the correction and the county office shall be advised of the change.
3. Verify Part II of FCI-67 as follows:
- a. Determine that the entry in item 12 agrees with the entry in column G, Part I of Form FCI-19, or is less than such entry in which case a memorandum by the county committee should be attached explaining the adjustment in such item.
4. Verify Part III of FCI-67 as follows:
- a. Determine that the primary cause, the approximate date or period of damage, and the percent contribution to damage have been shown.
  - b. If a secondary or other contributing cause is shown, determine that the approximate date or period of damage and the percentage contribution to damage have been shown.
  - c. Determine that the causes of damage are consistent with conditions known to exist in the locality. Questionable cases should be referred to the State committee.
  - d. If causes not insured against are shown in item 15, 16, or 17, determine that due allowance has been made in Part I, item 8 or 9.
  - e. Determine that the sum of the percentage entries in items 15, 16, and 17, is 100.0.
  - f. Determine that a check mark (✓) has been entered in the box following the word "Yes" or the word "No" in item 18.

- g. If the answer to item 18 is "Yes," determine that the name and address of the company which carried the insurance is shown in item 18.

5. Verify Part IV of FCI-67 as follows:

- a. Determine that none of the printed matter has been altered in items 20, 21, 22, and 23.
  - b. Determine that the insured has indicated in item 19 the manner in which settlement is to be made. Only one method of settlement may be shown.
  - c. Determine that the signature of the insured as shown in item 20 is that of the insured appearing at the top of FCI-67 or his authorized representative. If FCI-67 has been signed by an agent, administrator, executor, or by a person acting in any other type of fiduciary capacity, it will not be necessary to determine whether such person has been properly authorized to act in such capacity since this determination will have been made by the county committee. Any authorization submitted with FCI-67 shall be forwarded to the FCIC.
  - d. Determine that a date has been entered opposite the signature of the insured.
  - e. Determine that the adjuster has signed in item 21 and that the date opposite the signature of the adjuster is the same or later than that in item 20.
  - f. Determine that a member of the county committee has signed in item 22 and that the date opposite his signature is the same or later than the one shown in item 21.
6. Upon completion of the examination work in connection with Forms FCI-66, and FCI-67, initial FCI-67 in item 23 below the line for the signature of a representative of the State committee, and enter the date.
7. Sign RF-10 in the space provided for the signature of the Examination Clerk and enter the date.
8. Prepare RF-3 and release the lot including all suspended cases to the Computation Unit.



IV. FCI-67A.

1. Determine that the State and county code, the numbers of all applications on the farm, and the name and address are the same as those shown on Form FCI-67.
2. Part I - Total production for the farm.
  - (a) Determine that the entries in the total column for items 1 to 11, inclusive, are the same as the corresponding items shown on Form FCI-67.
  - (b) Determine that the farming practice has been indicated at the head of the four columns headed "Farming Practice."
  - (c) Determine that acreage and production figures are shown for each farming practice.
  - (d) Determine that the yield per acre has been shown below item 11 for each farming practice and for the total.
3. Part II. Causes of Damage.

Determine that the causes of damage, the estimated percentage contribution, and the approximate date of damage have been entered in the spaces provided for each individual farming practice in items 1, 2, and 3 of both sections of this part. Determine that the sum of the percentage entries for each farming practice is 100.0.

NCR-State 408 (FCI) (LA)

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART III - COMPUTATION UNIT

Make computations on FCI-66, and FCI-67, as follows:

I. FCI-66.

1. Part 1.

- a. Determine that the entries in column (h) are the results of the entries in column (f) minus the entries in column (g).
- b. Determine that the entries in column (i) are the result of the entries in column (h) multiplied by .8.
- c. Determine that the entries in column (k) are the result of the entries in column (i) multiplied by the percentages applicable for the test weights shown in column (i). These percentages can be obtained from the appendix of Form FCI-60, Wheat-1940.

2. Part 3.

- a. Determine that the entry in item 3(f) is the entry in 3(d) minus 3(e).
- b. Determine that the entry in 3(g) is equal to 3(b) multiplied by 3(f) divided by 60.

3. Parts 7, 8, and 9.

- a. Determine that the entry in item 7 is equal to the sum of the entries in column (k) above Part 7.
- b. Determine that the entry in 9(k) is equal to the entry in 7(k) minus the entry in 8(k).

II. FCI-67.

1. Part I.

- a. Determine that the entry in the "Bushels" column of item 6, if any, is equal to the entry in the "Acreage" column of item 6 times the "adjusted average yield"



times the "insured percentage." The adjusted average yield and the insured percentage are shown above Part I of FCI-67 under the title of the form.

b. If there are entries in items 7(a) and 7(b), determine that the entry in item 7(c) is the entry in 7(a) minus the entry in item 7(b).

c. Determine that the entry in the "Bushels" column of item 10 is equal to or greater than the result obtained by multiplying the entry in the "Acreage" column by the "adjusted average yield," and the "insured percentage."

d. Verify item 11 as follows:

(1) The entry in the "Acreage" column of item 11 must be equal to the sum of the entries in such column in items 1, 2, 3, 4, 5, 6, and 10.

(2) The entry in the "Bushels" column of item 11 must be equal to the sum of the entries in such column in items 1 to 10, inclusive.

2. Verify Part II of FCI-67 as follows:

a. Verify item 13 by multiplying the number of bushels shown in item 11 by the "insured's interest in crop."

b. Verify item 14 by subtracting the entry in item 13 from the entry in item 12.

c. If item 12, 13, or 14, is found to be incorrect, encircle the incorrect entry and enter the correct entry to the left of the original entry.

3. Upon completion of the computation work on all Forms FCI-67 in the lot, sign RF-10 in the space provided for the computation clerk and enter the date.

4. Release all forms to the person designated by the State committee so that he may affix his signature in item 23 of FCI-67.

III. FCI-67A.

1. Part I.

- a. Determine that the totals of the two acreage columns on each line under the farming practices equal the acreage shown in the total column for each individual item.
- b. Determine that the entries in the bushels columns on each line under the two farming practices equal the entry in the bushels column of the total columns for each individual item.





NCR-State 408 (FCI) (IA)

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART IV. PROCEDURE FOR RECOVERING CROP INSURANCE ADVANCES  
OUT OF CROP INSURANCE INDEMNITIES.

- I. No check of the Register of Indebtedness will be made in connection with Form FCI-67 and no notation concerning any unpaid advance will be made either on Form FCI-67 or on the Register of Indebtedness.
- II. The Federal Crop Insurance Corporation, upon receipt of Form FCI-67 and related forms, will determine the amount of indemnities due and will then schedule such indemnities on Form FCI-76, Wheat-1940.
  1. Separate lot numbers will be assigned for each State. The cases will be separated into three classifications according to the method used in paying the premium and the election made for the payment of the indemnity. Cases paid by an advance and in which the indemnity is to be paid in cash shall be listed with the lot number preceded by the symbol "ACP." Cases paid by cash, advances, or wheat and in which the indemnities are to be paid in wheat shall be listed with the lot number preceded by the symbol "W." Cases paid by cash or wheat and in which the indemnities are to be paid by cash shall be listed with the lot number preceded by the symbol "C." Forms FCI-76, bearing a lot number preceded by the symbol "C" will not be transmitted to the State office. If, however, one is received it shall be transmitted to the Corporation without checking the cases listed thereon against the Register of Indebtedness.
  2. On Forms FCI-76 for which the lot numbers are preceded by the symbols "ACP" or "W" the last four columns will be left blank unless the insured is indebted to a fund of the Corporation other than the fund from which the indemnity is payable, in which event the amount of his indebtedness will be entered in the column entitled "ACP Advance or Other Deduction" and identified as an indebtedness to the Corporation.
  3. The last two copies of Form FCI-76, bearing a lot number preceded by "ACP" or "W," will be transmitted to the appropriate State office and the rest of the schedule will be held pending return to the Corporation of the copy which will be marked for return to the Corporation. If a schedule

bearing a lot number preceded by the symbol "W" contains only cases wherein the premiums were paid by cash or wheat, no copies of such schedule will be transmitted to the State office. Schedules transmitted to the State office will contain only cases from one county arranged in alphabetical order.

III. The State office upon receipt of two copies of Form FCI-76 will

1. Check the names thereon against the Register of Indebtedness and enter in the column entitled "ACP Advance or other Deduction" the amount of the advance then uncollected or the amount in the "Gross Amount" column, whichever is smaller. (Indebtedness to the AAA other than for Crop Insurance advances is not collectible from indemnities and hence shall not be entered in the "ACP Advance or other Deduction" column.) The amounts so entered in the "ACP Advance or other Deduction" column shall be considered as relating to 1940 Crop Insurance advances unless the notation "(39)" is entered opposite the amount. If a person is indebted for both 1939 and 1940 advances each must be shown separately. If the advance has been fully recovered or none appears on the debt register a dash (--) shall be entered. A notation shall be made on the Register of Indebtedness of the amount of the advance being recovered from the indemnity and the lot number of Form FCI-76 shall be entered thereon. The entries on the Branch office copy of Form FCI-76 shall be made with indelible pencil. A total of the "ACP Advance or other Deduction" column shall not be entered on the Branch office copy.

2. The certification on the Branch office copy of FCI-76 shall be signed by a certifying officer or other person duly authorized. Such copy shall then be returned to the Corporation and the other copy retained in the State office. Thereafter, AAA payments due the insured shall be approved as though the set-off against the indemnity had actually been accomplished. After approval, the application shall be transmitted to the Preaudit office.

IV. The Preaudit office, upon receipt of applications bearing the notation that a set-off for a crop insurance advance is being made against the applicant's indemnity, will audit such applications in the usual manner but will withhold certification pending receipt of copies of Forms FCI-76 and FCI-77.

V. The Corporation, upon return from the State office of the certified copy of Form FCI-76, will complete the retained copies of the form and will prepare Form FCI-77 and Standard Forms 1064 and 1096. In preparing Standard Form 1096, the amount to be entered

in the fourth column for any voucher shall be the total of the deduction shown on Form FCI-77 per appropriation creditable. In the third column the lot numbers of Forms FCI-76 covered by a given Form FCI-77 shall be entered, together with the amount being deducted from each lot. If the set-off is being made on account of a 1940 Crop Insurance advance, until further notice the appropriation to be credited shall be "1202215(21).031, Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1940 (A.A.A.) (Conservation Payments)." If the deduction relates to a 1939 Crop Insurance advance the appropriation to be credited is "1292215(21).031, Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1939 (AAA) (Conservation Payments)." One copy of Standard Form 1096 will be marked: "Forward to \_\_\_\_\_ State office, A.A.A.," and one copy will be marked: "Forward to Control Accounts and Reports Section, A.A.A., Washington, D.C." Upon certification of these forms one copy each of Forms FCI-77, bearing the uninitialed facsimile signature of the certifying officer, and the related Forms FCI-76 will be transmitted to the State office for transmittal to the Preaudit office.

#### VI. The State office

1. Upon receipt of a copy of Form FCI-77 and related Forms FCI-76, will transmit them to the Preaudit office in order that any applications for payment being held by that office may be released.
2. Will retain the accomplished copy of Standard Form 1096 which is received from the Regional Disbursing Office. Enter the Standard Form 1096 schedule number on the related copies of Form FCI-76 previously retained.





★ APR 20 1940

Issued March 11, 1940

U.S. DEPT. OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS  
FOR PAYMENT UNDER THE 1940 PARITY PAYMENT  
PROGRAM IN STATE APPLICATION FOR PAYMENT  
SECTIONS IN THE NORTH CENTRAL REGION

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## I. GENERAL.

The instructions contained herein shall be followed in Application for Payment Sections in State offices of the North Central Region in handling applications for payment and related forms under the 1940 Parity Payment Program. The various operations set forth herein shall be performed in the Application for Payment Section by the units or groups designated by the State committee. The flow of applications for payment and related forms through the State office will be determined by the State committee.

The county office will prepare and compute applications for payment and forward the original and one copy thereof to the State office after the applications have been signed by the applicant and certified by a member of the county committee. The state office will check the allotments and yields, verify all computations, and check the names of the applicants against the Register of Indebtedness. Wherever possible, errors made by the county office will be corrected by the State office and the county office will be notified of such corrections. Applications for payment which cannot be corrected in the State office will be returned to the county office for correction. When the reason for the suspension of a case is removed in the State office or it is determined that the suspension of a case was unwarranted, RF-10 shall be prepared in the State office. A copy of all Forms RF-10 prepared in the State office shall be forwarded to the county office. Lot numbers in the 300 series shall be used for cases involving APS suspensions and lot numbers in the 500 series shall be used for cases involving GAPO suspensions. The word "Supplemental" shall be entered in Forms RF-10 prepared covering supplemental applications.

If an application is suspended after check marks have been made on the listing sheet, remove such check marks in order to avoid the suspension thereof because of an apparent duplication.

Members of the State committee and all persons in the Application for Payment Section who are to handle parity payment applications should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1940 Parity Payment Program. Any question relative to the procedure to be followed in any case should be referred to the person in charge of the Application for Payment Section if the person in charge of the unit is unable to satisfactorily answer the question. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Any entry which is made in the State office, in accordance with this procedure, must be made on both the original and the copy of the application. Whenever an entry is to be circled in accordance with this procedure, it shall be circled in such a manner that the entry will remain legible.



No change or correction shall be made on any form used in connection with the 1940 Parity Payment Program unless such change or correction is specifically authorized by these instructions. In making changes or corrections draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

II. MAINTAINING STATE OFFICE PROGRESS RECORD AND SUBMISSION OF PROGRESS REPORTS TO DIRECTOR OF NORTH CENTRAL REGION.

A. State Office Progress Record.

A record of the progress of the work in connection with the 1940 Parity Payment Program shall be maintained on RF-1 for each agricultural conservation association in the State. A separate RF-1 shall be prepared for each commodity. RF-10 and Form 1064 shall be used as posting media. Entries on RF-1 from all Forms RF-10 other than from Forms RF-10 marked "Supplemental" shall be made in black. The entries on RF-1 from Forms RF-10 marked "Supplemental" shall be made in red. If desired, RF-3 may be used in maintaining a record of work released from one unit to another.

B. Progress Reports to Be Submitted to Director of North Central Region.

Form NCR-331 shall be prepared in duplicate three times each month. The first report shall cover the period of the first to the tenth, inclusive; the second report shall cover the period from the eleventh to the twentieth, inclusive; and the third report shall cover the remainder of the month. Form NCR-331 shall be prepared from RF-1. If more than one program is being handled in the Application for Payment Section at the same time, the data for all of such programs shall be included on NCR-331. An additional sheet of NCR-331 may be used if necessary. In order that the data to be included on NCR-331 for a period may be correct, it is suggested that a notation be made on RF-1 indicating the last data included for a period. If suspensions are made in connection with any lot or if the cases in the lot are released to the GAPO after the data for such lot have been included on an NCR-331, care should be taken to reflect such suspensions and releases in subsequent reports. Prepare NCR-331 as follows:

1. Enter in the upper right-hand corner the name of the State.
2. Enter in the space provided beneath the title of the form the inclusive dates of the period covered.
3. Make no entries in Section I for the parity payment program.
4. Make entries for the period covered by the report in the "Period" column of Section II, for the applicable commodity as follows:

- a. Enter on line 3 the number of applications received. Obtain such entry by adding the black entries in column (n) of RF-1 and subtracting therefrom the black entries in columns (o) and (r).
  - b. Enter on line 4 the number of applications suspended in the Application for Payment Section. Obtain such entry by adding the black entries in column (o) of RF-1.
  - c. Enter on line 5 the number of applications released to the General Accounting Preaudit Office. Obtain such entry by adding the black entries in column (q) of RF-1 and subtracting therefrom the black entries in column (r).
  - d. Enter on line 6 the number of applications suspended by the General Accounting Preaudit Office. Obtain such entry by adding the black entries in column (r) of RF-1.
  - e. Make no entries on lines 7 and 8.
5. Obtain the entries for the "Total" column, Section II, for the applicable commodity by adding the entry in the "Period" column for the current period to the entry in the "Total" column for the previous period.

### III. RECEIVING APPLICATIONS FOR PAYMENT AND RELATED FORMS IN STATE OFFICE

When applications for payment and related forms are received in the State office, such forms shall be stamped with the date of receipt. The applications for payment shall be checked against RF-10 to determine that there is present an application for payment for each farm number listed on RF-10 and that the farm number of each application for payment included in the transmittal is listed on RF-10. Any corrections on RF-10 shall be shown on RF-5 in accordance with the instructions for the preparation of RF-5.

### IV. CHECKING NAMES OF APPLICANTS AGAINST REGISTER OF INDEBTEDNESS AND ADJUSTMENT OF REGISTER OF INDEBTEDNESS.

The names of all applicants must be checked against the Register of Indebtedness, RF-12. County committees have been instructed to make entries for indebtedness, except indebtedness for 1940 grants of aid, below the applicant's signature in Section II of ACP-111 and to attach RF-2 if the name of the applicant is the same or similar to that of a name on the Register of Indebtedness and the applicant is not indebted. Since set-offs for 1940 grants of aid will not be made against 1940 parity payments the names of applicants shall not be checked against RF-12 prepared for such indebtedness. No set-offs for 1940 grants of aid should be entered on applications for payment. If no entry



has been made for indebtedness where the applicant's name is the same or similar to that of a name on the Register of Indebtedness and RF-2 is not attached, the application must be suspended. If a set-off is to be made in connection with any application for payment because of an indebtedness arising from an overpayment under previous programs, because of failure to pay marketing quota penalties, or because of an indebtedness to governmental agencies other than agencies of the Department of Agriculture, Form RF-4 shall be prepared and attached to the application indicating thereon the nature of the indebtedness. All other set-off cases will be handled in the regular flow of work. Overpayments under previous programs will include overpayments under agricultural conservation programs, overpayments under price adjustment programs, including failure to distribute 1935 cotton price adjustment payments, overpayments under sugar beet programs, and overpayments under commodity contracts.

Since it will be necessary to adjust RF-12 after a set-off has been made from or a reduction has been made in an applicant's payment as well as to check the names of applicants against the Register of Indebtedness, such register should be maintained in the unit of the Application for Payment Section which will result in the least duplication of work. Forms RF-12 should be adjusted at the same time that the names of applicants are checked against such forms. If an application for payment is suspended after RF-12 has been adjusted, any correction of RF-12 which is necessary, due to the suspension, should be made. In order to avoid the necessity of removing Forms RF-12 from the file after payment of the amount of the set-off by the Treasury Department, the D. O. voucher number and the date of the voucher need not be entered thereon.

#### V. EXAMINATION OF APPLICATIONS FOR PAYMENT.

If, in the examination of an application for payment, an error is found which cannot be corrected in the State office, prepare and attach RF-4, indicating thereon the nature of the error. If an error can be corrected in the State office, correct such error and prepare and attach RF-5. Indicate on RF-5 the incorrect entry and the entry as corrected.

In examining an application, the duplicate copy as well as the original must be examined to determine that they are in agreement. However, signatures appearing in Sections II and III of the original need not have been entered on the copy. Any properly initialed corrections appearing on the original which have not been entered by the county committee on the copy shall be entered on the copy in the State office and initialed by the clerk making such corrections. The county committee should be notified to make such corrections on the county office copy of the application.

Complete the examination of applications even though such forms are to be suspended.



each correction appearing in Section I or in Section II other than the correction of an error in computation must be initialed by the member of the county committee who signed in Section III. Likewise, any correction in the printed name or the address of any applicant must be initialed by the county committeeman whose signature appears in Section III.

A. Instructions for Examination of Applications.

1. Determine that the name of the commodity has been entered in the upper central part of the form.
2. Make the following determinations with respect to Section II.
  - a. Determine that no deletions or alterations have been made in any of the printed matter on the application.
  - b. Determine that acceptable signatures have been affixed in Section II of each application. The signature of the applicant in Section II of the application should be in the same style as the printed name of such applicant.

If the signature and printed name of the applicant are not identical but are sufficiently similar that it is reasonable to assume that they refer to one and the same person, the application for payment may be accepted in view of the representation of the county committee that the person who has signed as applicant is the person whose name has been entered to the left of the signature.

If the applicant is a married woman, her signature must include her Christian name and middle initial, if any, instead of those of her husband, unless she is signing in a representative or fiduciary capacity, in which event her signature should be affixed in accordance with her letters of authority.

Requirements for signatures of individuals, cosignors, and sole proprietorships are set forth in Section A of ACP-16.

- c. If the signature of any applicant was affixed by mark or in other than English script, determine that such signature has been witnessed by at least one disinterested person whose signature is in English script, in the original, and handwritten.
  - d. If the signature in Section II of an application is that of a person acting in a representative or fiduciary capacity other than that of agent, determine that such person has disclosed (in his signature) the principal or entity for whom he is acting and has indicated the capacity in which he is acting. In the case of an agent

representing an estate or the heirs of an estate, his signature may be regarded as acceptable if followed by the words "Agent of the estate of \_\_\_\_\_, deceased" or "Agent of the heirs of \_\_\_\_\_, deceased." Examples of acceptable signatures of persons acting in representative or fiduciary capacities are set forth in Section B of ACP-16.

- e. Determine that an adequate mailing address has been entered below the name of each applicant.
- f. Determine the name of the payee as such name should appear on the check issued in payment of the application. If the printed name of the applicant in the space provided therefor in Section II of the application is in the style in which such name should appear on the check, such printed name shall be used as a designation of the payee. If such name is not readily legible or if any change is necessary in the style of the name, either print the name of the payee on a slip of paper and staple such slip of paper to the application over the printed name of the applicant, or bracket that portion of the name which should not appear upon the check. The names of payees as they should appear on checks are as follows:

- (1) In the case of an individual, the name shall be in the same style as the signature of the applicant.

Example:	<u>Name</u>	<u>Payee</u>
	John H. Doe	John H. Doe

- (2) In the case of cosigners the names of such cosigners shall appear one above the other in the same style as the signatures of the applicants, separated by the word "and."

Example:	<u>Name</u>	<u>Payee</u>
	John H. Doe	John H. Doe
	Richard Roe	and Richard Roe

- (3) In the case of a sole proprietorship, the name of the payee shall be the name of the sole proprietorship.

Example:	<u>Name</u>	<u>Payee</u>
	ABC Company	ABC Company
	by John Doe	
	Sole Proprietor	

- (4) In the case of a partnership, the name of the payee shall be the name of the partnership.

Example:	<u>Name</u>	<u>Payee</u>
	Jones and Smith by John Smith, a partner.	Jones and Smith

- (5) In the case of a corporation, the name of the payee shall be the name of the corporation.

Example:	<u>Name</u>	<u>Payee</u>
	XYZ Co. Inc. by John Doe, Pres.	XYZ Co. Inc.

- (6) In the case of an administrator, executor, guardian, or committee, the name of the payee shall be shown in three lines. The name of the administrator, executor, guardian, or committee, and the title (abbreviated) shall appear in the first line. The words "of the estate of" shall appear in the second line. The name of the deceased, incompetent, or minor, together with the designation "deceased", "incompetent", or "minor" (Abbreviated) shall appear in the third line.

Examples:	<u>Name</u>	<u>Payee</u>
	John Smith, Executor of the estate of F. Smith, deceased	John Smith, Exec. of the estate of F. Smith, Dec.
	<u>Name</u>	<u>Payee</u>
	John Smith Estate by James Smith, Adm.	James Smith, Adm. of the estate of John Smith, Dec.
	John Doe, Guardian of Richard Roe, In- competent	John Doe, Gdn. of the estate of Richard Roe, Incom.

- (7) In the case of a receiver, trustee, or liquidator the name of the payee shall appear in two lines. The name of the receiver, trustee, or liquidator and his title shall appear in the first line. The name of the bank or institution or other entity for which the receiver, trustee, or liquidator is acting shall appear in the second line, or the second and third line, if the third line is necessary.



Example:	<u>Name</u>	<u>Payee</u>
	Richard Roe, Receiver for City National Bank of Elkton, Ill.	Richard Roe, Rec. for City Nat. Bank of Elkton, Ill.

- (8) In the case of a State, county or municipality, or agency thereof, the name of the payee shall be the name of such State, county, municipality, or agency.

Examples:	<u>Name</u>	<u>Payee</u>
	State of South Dakota by and through its Rural Credit Board, John Doe, Sup.	Rural Credit Board of South Dakota
	Douglas County, Minn. by John Doe, County Commissioner.	Douglas County, Minn.

- g. If any person whose name has been printed in Section II has not signed the application and such person is eligible to receive a payment with respect to the application, there must be attached to the application a statement signed by the county committeeman who signed in Section III setting forth the reason for the failure to obtain such person's signature.
  - h. Circle the amount appearing in the "Amount" column opposite the name of any person when such person has failed to sign the application if such amount has not already been circled.
  - i. Determine that entries have been made in the "Share" and "Amount" columns opposite the name of each applicant. If the letters "NE" have been entered in the "Amount" column opposite any person's name, this will indicate that such person is not eligible to execute an application for parity payment with respect to the farm.
3. Determine that a member of the county committee, other than the applicant, has signed in Section III of the application and that a date has been entered to the left of such signature.
  4. Make the following determinations with respect to Section I.
    - a. Determine that item 2 is equal to the entry in the applicable column of NCR-409. Check such entry on NCR-409 if it agrees with the entry in Section I, item 2. If a check has already been entered in such column, determine whether the application is a duplicate.

If the application is a duplicate, prepare and attach RF-4 to such application indicating such fact thereon.

- b. Determine that item 3 is equal to the entry in the applicable column of NCR-409.
- c. If item 1 is greater than item 2 make no further examination of the application. Prepare and attach RF-4 to such application indicating that it is a "no Payment" case.

#### VI. COMPUTATION OF APPLICATIONS FOR PAYMENT.

Any error which affects the total amount of payment due under an application by not more than \$0.10 need not be corrected.

Any error which affects the total amount of payment due under the application by more than \$0.10 shall be corrected by drawing a line through the incorrect entry in a manner that will leave the original entry legible, and entering the correct entry in the nearest available space. All corrections must be made on both the original and the duplicate copy of the form on which the error appears. Prepare and attach RF-5 to every case in connection with which a correction is made.

If an RF-4 has been attached because of an error on the application, other than in item 2 or 3 of Section I, the application shall be computed and any additional errors should be listed on RF-4. If an RF-4 has been attached to the application indicating that it is a "no payment" case, make no computations with respect to such form.

All computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten-thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten-thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

- (a) \$8.4750, enter \$8.47.
- (b) \$8.4751, enter \$8.48.

#### 1. Review computations in Section I of ACP-111 as follows:

- a. Obtain item 4 by multiplying item 3 by \$0.10, in the case of wheat, \$0.05 in the case of corn, and \$0.0155 in the case of cotton.
- b. Obtain item 5 by multiplying item 2 by item 4.

2. Review computations in Section II of ACP-111 as follows:

- a. Determine that the sum of the percentage entries in the "Share" column equals 100 percent.
- b. If no entries have been made indicating that an applicant is indebted to the United States Government, compute the payment for each applicant by multiplying the percentage entry in the "Share" column for such applicant by the entry in Section I, item 5.
- c. If an entry has been made below the signature of an applicant indicating that such applicant is indebted to the United States Government, determine that the entry in the space below the applicant's percentage share is equal to the result obtained by multiplying Section I, item 5 by the applicant's percentage share. Determine that the entry in the "Amount" column for the governmental agency is the smaller of the amount of the indebtedness shown after the name and address of the governmental agency and the applicant's share of the payment shown in the "Share" column. Determine that the entry in the "Amount" column for the applicant is equal to the result obtained by subtracting from the amount in the "Share" column for the applicant the amount shown in the "Amount" column for the governmental agency. If the amount to be set off is expressed as a percentage, determine that the amount entered in the "Amount" column for the governmental agency is equal to the result obtained by multiplying the applicant's payment as shown in the "Share" column by the percentage entered to the right of the name and address of the governmental agency.

VII. SCHEDULING OF APPLICATIONS FOR PAYMENT.

In addition to payments to applicants, there will be scheduled in the Payment Schedule Unit in the regular flow of work, set-offs in favor of the Commodity Credit Corporation, Farm Security Administration, Farm Credit Administration, set-offs for 1939 grants of aid, and set-offs for crop insurance premium advances. Cases involving set-offs for overpayments under agricultural conservation programs, price adjustment programs, including failure to distribute 1935 cotton price adjustment payments, overpayments under sugar beet programs, overpayments under commodity contracts, failure to pay marketing quota penalties, and indebtedness to governmental agencies other than the Department of Agriculture, will be scheduled in the Clearance Unit.

A. Obtaining Totals.

1. Obtain and verify the following totals which shall be entered on a slip of paper and attached to RF-10.



- a. The number of Forms ACP-111 in the lot.
- b. The number of payees for each lot. (In determining the number of payees, count the entries, other than zero (0) in column (c) of ACP-113, including the entry at the bottom of the form opposite the words "Treasurer of U. S. ")
- c. The unencircled entries in the "Amount" column of Section II for all applications in the lot.
- d. The total of the amounts shown on the applications in the lot for 1939 grants of aid, 1939 crop insurance premium advances, and 1940 crop insurance premium advances.

B. Preparation of Voucher and Schedule Forms.

1. Prepare Form ACP-113 in quintuple (original on ACP-113 and four copies on ACP-113a) for each lot.
  - a. Enter in the upper right-hand corner in the space provided therefor preceding the words "Parity Payments" the word "WHEAT," "CORN," or "COTTON," whichever is applicable.
  - b. Enter in the space following the word "State" the name of the State shown on RF-10.
  - c. Enter in the space following the word "County" the name of the county shown on RF-10.
  - d. Enter in the space following the words "Administrative No." the State and county code and lot number shown on RF-10.
  - e. Enter in the space following the words "Sheet No." the sheet number beginning with number 1 for the first sheet of ACP-113 prepared for the lot. Enter in the space following the word "of" the total number of sheets to be prepared for the lot.
  - f. Enter in column (a) the farm number for each application in the lot. A farm number shall be entered for each payee or group of payees even though this may necessitate the repetition of farm numbers.
  - g. If no entries have been made below an applicant's signature because of indebtedness to the Commodity Credit Corporation, Farm Credit Administration or the Farm Security Administration, or because of a crop insurance premium advance or 1939 grant of aid, proceed as follows:

- (1) Enter in the left half of column (b) the name and address of the applicant if an unencircled amount appears in the "Amount" column opposite his name.
- (2) Enter in column (c) the amount of payment to the applicant.

h. If entries have been made below an applicant's signature on one or more applications in the lot because of a crop insurance premium advance or 1939 grant of aid, proceed as follows:

- (1) Enter the words "Form 1096" in the heading of the column to the left of column (c).
- (2) Enter the name and address of the applicant in column (b) and the payment to the applicant in column (c). If the entire payment to the applicant is used in liquidating a crop insurance premium advance or 1939 grant of aid, enter zero (0) in column (c).
- (3) Enter beneath the words "Form 1096" and on the same line on which the applicant's name is entered, the amount to be set off. The amounts set off shall be properly identified by footnotes such as "1939 CIP Adv.," "1940 CIP Adv.," and "1939 Grant of Aid."
- (4) Enter in column (b) beneath the name of the last payee in the lot the words "Treasurer of U. S." Enter opposite such words in the "Form 1096" column the schedule number of Form 1096 on which the set-offs are scheduled and enter in column (c) on the same line the total of all amounts listed in the "Form 1096" column.

i. If entries have been made below an applicant's signature because of an indebtedness to the Commodity Credit Corporation, Farm Credit Administration, or Farm Security Administration, enter the name and address of the applicant in column (b) if a payment is to be made to him, and enter the amount of the applicant's payment in column (c). If the entire payment to the applicant is used in liquidating the indebtedness to the governmental agency, the name of the applicant will not be shown.

- (1) Enter below the name and address of the applicant the words "Treasurer of the United States, c/o (Name of Governmental agency), (Address), Indebtedness of (Name of Debtor), Account No. (Account number of debtor, if known)." The following is an example

of the manner in which such set-offs will be scheduled on ACP-113.

"Treasurer of the United States,  
c/o Farm Credit Administration,  
176 East Fifth Street,  
St. Paul, Minnesota,  
Indebtedness of John Doe,  
Account No. 12345."

- (2) Enter in column (c) opposite the name of the governmental agency the amount of the set-off as shown in the "Amount" column of ACP-111.
- j. If a reduction is to be made in the payment to the applicant because of an overpayment under the 1940 Parity Payment Program for another commodity, enter the name and address of the applicant in column (b) and the amount of payment to him in column (c). Enter in column (b), below the name and address of the applicant, a complete explanation of the reduction. The following example will illustrate what such explanation should include.

"\$50.00 deducted - overpayment under  
1940 wheat PPP - 47-006-1-54, D. O. Voucher  
No. 9-16462, G. F. Allen, Disbursing Officer."
- k. Make no entries in column (d).
- l. Enter on the "Total" line of the last sheet of ACP-113 for the lot the total of the amounts in column (c).
2. After a set of Forms ACP-113 has been completed, prepare ACP-112 in triplicate (original on ACP-112 and two copies on ACP-112a) for each lot.
  - a. Make no entry in the space for the D. O. voucher number.
  - b. Enter in the space following the words "Administrative No." the administrative number shown on ACP-113.
  - c. Enter in the space following the word "Office" on the left-hand side of the form, the name of the State office in which the form is being prepared.
  - d. Enter in the space following the words "Prepared at" beneath the name of the office, the name of the city and State in which the State office is located.
  - e. Enter in the space following the word "Commodity," the word "WHEAT," "CORN," or "COTTON," whichever is applicable.



- f. Enter in the space provided therefor the number of applications in the lot.
  - g. Enter in the central part of the form in the space provided therefor the name of the first payee shown on the first sheet of ACP-113 for the lot. If more than one name has been listed on ACP-113, enter the phrase "et al." after the name of such payee.
  - h. Enter in the spaces provided therefor in the certification the numbers of the first and last pages of the set of ACP-113.
  - i. Enter in the space following the word "Aggregating" and following the dollar sign the amount shown on the "Total" line of the last sheet of ACP-113.
  - j. Enter in the space above the date the words "Payees \$ \_\_\_\_\_" and insert in the blank space the amount of the checks drawn to applicants and to the Treasurer of the United States on account of set-offs in favor of governmental agencies other than the Agricultural Adjustment Administration. Immediately beneath such entry, enter the words "Form 1096 \$ \_\_\_\_\_" and insert in the blank space the total of the set-offs shown on Form 1096 for the voucher. Enter beneath such entry the words "Total \$ \_\_\_\_\_" and enter the sum of the entries for "Payees" and for "Form 1096." Determine that such sum is equal to the total of the amounts listed on the continuation sheet.
  - k. Enter in the space following the word "Date" the date of preparation of ACP-112.
  - l. Enter in the space following the word "Title" the title of the certifying officer such as "Administrative Officer in Charge" or "Administrative Officer Acting in Charge."
3. After Forms ACP-113 and ACP-112 have been completed, prepare Form 1064, Revised, in sextuple (original and six copies) in accordance with the instructions in Part III of APS-1.
4. After Forms ACP-113, ACP-112, and 1064 have been completed for all lots in the transmittal, prepare Standard Form 1096 in nonuple (original and eight copies.)
- a. The entries in the heading of Form 1096 and the entries for bureau voucher numbers shall be made in accordance with the instructions in APS-1.
  - b. Enter in the column headed "Appropriation and/or Fund to Be Credited," opposite the appropriate bureau voucher number, the symbol and title of the appropriation to be



credited with the amount of the set-off. The words "Treasurer of U. S." are not to be entered on Form 1096.

(1) If an appropriation is being credited because of set-offs for crop insurance premium advances or because of 1939 grants of aid, a reference such as "1940 CIP Adv." or "1939 Grants of Aid" shall be entered beneath the symbol and title of the appropriation.

(2) If an appropriation is being credited because of set-offs for both crop insurance premium advances and grants of aid, an identification of each of such items together with the amount set off for each shall be entered beneath the symbol and title of the appropriation.

- c. Enter in the "Amount of Deduction" column the amount to be credited to the appropriation the symbol and title of which is entered in the "Appropriation and/or Fund to Be Credited" column.
  - d. Standard Form 1096 shall be completed in the regular manner.
  - e. If set-offs for more than one voucher are listed on one set of Form 1096, the symbol and title of each appropriation to be credited should be listed once. The amounts to be credited to such appropriation for each voucher shall be listed in voucher number order, below such appropriation, and the total amount to be credited to the appropriation for all vouchers will be shown in the "Amount of Deduction" column.
5. All Forms ACP-113, ACP-112, 1064, and 1096 shall be reviewed to insure accuracy.

C. Distribution of Forms.

- 1. The original Form 1064 shall be referred to the State accountant to be stamped "Funds available" and thereafter the originals of ACP-112, Form 1064 and Form 1096 shall be signed by the certifying officer. When the forms have been signed, detach the second copy of each sheet of ACP-113 in the set, the second copy of each sheet of ACP-112 in the set and the second copy of Form 1064 and forward such forms to the State accountant. If the lot consists of cases which were previously suspended by the General Accounting Office, the original and one copy of a preaudit difference statement and the original and one copy of a reply thereto should be attached to each case. Remove the copies of the preaudit difference statements and copies of the replies



thereto and forward them to the State accountant with the copies of ACP-113, ACP-112, and Form 1064.

2. Remove the carbon paper from all forms in the lot and withdraw the following forms for the General Accounting Preaudit Office.
  - a. Form 1096 (original and four copies, including the copy marked "Forward to Control Accounts and Reports Section").
  - b. Form 1064 (original and five copies). Stamp on the third copy of Form 1064 "Forward to Control Accounts and Reports Section, A.A.A., Washington, D. C."
  - c. ACP-112 (original and one copy) for each lot covered by Form 1064.
  - d. ACP-113 (original and three copies) for each lot covered by Form 1064.
  - e. Originals of applications for payment, preaudit difference statements and replies thereto, if any, and related forms in each lot covered by Form 1064.
  - f. Fasten all of such forms in each lot except Form 1064 by means of an acco fastener or other comparable fastener.
3. When a copy of Form 1064 is returned from the Disbursing Office, forward such copy to the State accountant. The remaining copies of Form 1096 shall be distributed as set forth in APS-1.

#### VIII. HANDLING SUSPENDED APPLICATIONS FOR PAYMENT.

Applications for payment which are suspended by the State office or by the General Accounting Preaudit Office will be handled in the Clearance Unit in the same manner that suspensions were handled under the 1939 Price Adjustment Program. Applications for payment involving set-offs for overpayments under agricultural conservation programs, price adjustment programs, including failure to distribute 1935 cotton price adjustment payments, overpayments under sugar beet programs, overpayments under commodity contracts, failure to pay marketing quota penalties, and indebtedness to governmental agencies other than the Department of Agriculture, will be scheduled in accordance with the instructions set forth in Mis. 40-33, dated February 14, 1940, and entitled "Revision of Procedure in connection with the Scheduling of Cases Involving Set-Offs."



